

Nimmo United Methodist Church
2200 Princess Anne Rd.
Virginia Beach, VA 23456
757.427.1765

Director of Children's Ministries

Description: The Director of Children's Ministry is to reach out to the children (Pre-school through Elementary) within this congregation, sharing the good news of Jesus Christ and helping them to grow and to deepen their faith through education, missions, and recreational opportunities.

Expectations and Responsibilities:

- * Oversee a children's church for each of the weekly worship services (8:30 and 11 services until numbers warrant both Faith Exploration and Children's Chapel at 9:45)
- * Prepare a Children's Message for each worship service
- * Teach the children songs that will be sung in worship, 3-4 times a year. The "children's choir" should perform a song in the 8:30 and 11 a.m. worship services
- * Order Faith Exploration supplies and curriculum.
- * Turn small group numbers in to the church secretary for tracking.
- * Count offerings and place in drop box each Sunday.
- * Recruit volunteers to help with Faith Exploration, Children's Chapel, and all other activities as needed.
- * Organized and oversee: Vacation Bible School, Children's Easter Event, Children's Christmas Event, and Children's Fall Event
- * Organize two mission events in the course of a calendar year including the Family Fun Day
- * Recruit volunteers to assist and chaperone for all activities and trips. Also, the Director of Children's Ministries will ensure compliance and adherence to the Child Protection Policy and satisfy all regulations and be in compliance with NUMC Child Protection Policy and to maintain a Emergency listing of at least 3 available backup chaperones
- * Maintain ongoing communications with parents/guardians of the children, key stake holders and the church, according to the Youth Communication Policy
- * Attend Staff meetings designated by the Lead Pastor
- * Attend Education Committee and Facilitate Children's Ministry meetings in cooperation with the perspective committee chairs
- * Meet the yearly goals set forth by the Lead Pastor & SPRC for growing the participation of children in children's ministries
- * Submit a yearly budget request form
- * Keep track of budgetary expenses as to not exceed allotted budget for children's programs
- * Maintain and follow the Child Protection Policy at all times at every Nimmo UMC event, on site or off site

QUALIFICATIONS AND APTITUDES

1. Demonstrate strong leadership and organizational skills

Updated July 2017

2. Must have a vision and a demonstrated ability to plan, develop, coordinate, manage and implement a Children's Ministry within the parameters of the United Methodist Church
3. Must have excellent written and verbal communications skills, conflict and resolution management, computer and technology skills. Skills to include MSWord, PowerPoint, Youth based technologies, i.e.; social media, texting, etc
4. Must have a proven ability or previous experience to work effectively with children, youth, diverse individuals, and teams of volunteers
5. Must embrace Christian discipline, United Methodist doctrine, and theology and alignment with the beliefs and practices of the United Methodist Church
6. Ability to lead with a positive spirit that supports the mission and core values of Nimmo United Methodist Church
7. Demonstrates a solid work ethic
8. Must be a self starter
9. Must possess a positive and confident attitude

Supervision

The Director of Children's Ministries is a part of the staff of Nimmo UMC, which means being under the direct supervision of the Pastor of Nimmo UMC. The SPRC has final authority of supervisory oversight.

Compensation and hours:

Part-time, salaried position, \$10,000 a year, expected work week of 10-12 hours a week; paid bi-weekly.

I have read, understood and agree with Nimmo's UMC Director of Children's Ministry Job Description.

Print Name: _____

Signature: _____

Date: _____